

Report of Commissioning & market Management Service

Report to the Director of Children & Families

Date: 21/01/19



Subject: To seek approval of the grants allocation for targeted short breaks for disabled children and young people for a period of twelve months from 01/04/19 to 31/03/20

Are specific electoral wards affected? If yes, name(s) of ward(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is the decision eligible for call-in?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, access to information procedure rule number: 10.4 (3) Appendix number: 2	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Summary of main issues

1. This report seeks the approval of the Director of Children and Families in respect of the proposed grants allocation for targeted short breaks for disabled children and young people for a period of twelve months from 01/04/19 to 31/03/20.
2. The targeted short breaks grants panel recommends allocating grants to 11 Providers (see appendix 1), delivering 23 short break services for children and young people (cyp) with special educational needs and/or disabilities (SEND) for the period 1st April 2019 to 31st March 2020
3. This report seeks approval to award grants up to the amount of £536,280 and will enable cyp with SEND to access almost 57,000 hours of short break.
4. The purpose of these grants is to maintain high quality and varied targeted short breaks for cyp with SEND in compliance with the principles of the Children and Families Act 2014.

5. Permission to procure short breaks provision was signed off as a key decision on 23rd October 2018 and therefore this approval of the funding breakdown is a significant operational decision.
6. Councillor Mulherin, Executive Board Member for Children and Families has been briefed on the panel recommendations.

Recommendations

7. The Director of Children and Families is recommended to agree the allocation of the targeted short breaks grants for delivery of short breaks services from 1st April 2019 to 31st March 2020. The decision will benefit children and young people with SEND and their families by funding high quality and diverse targeted short breaks. The total expenditure will not exceed £536,280.43

1. Purpose of this report

- 1.1 This report seeks the approval of the Director of Children and Families on the recommendations for grant awards to 11 providers to deliver targeted short breaks for cyp with SEND. Total expenditure will be £536,280 and will enable children and young people with SEN and disabilities to access almost 57,000 hours of short break.

2. Background information

- 2.1 Paragraph 6(1) (c) of the Children Act 1989 requires Local Authorities to provide services designed to assist carers of disabled children by giving them breaks from caring. This Duty came into force on 1st April 2011 and requires each Local Authority to:

- Offer short breaks as a preventative early intervention strategy;
- Offer a range of short breaks services to parents/carers;
- Publish a statement of those services to parents/carers and to regularly review the statement.

- 2.2 The purpose of targeted short breaks is to enable disabled children and young people who require targeted services to access a variety of activities in their locality both in term time and school holidays. This provision should:

- enable disabled children and young people to take part in positive, fun activities of their choosing and support their preparation for adulthood;
- give parent carers a valuable break from their caring responsibilities and help prevent family breakdown

- 2.3 A short breaks commissioning review has recently concluded with the remit of reviewing all short breaks services, from universal provision, targeted support and specialist short breaks. The Project Team included representation from parent/carer group EPIC and undertook a significant amount of consultation with all stakeholders including families, providers, and professionals.

- 2.4 In terms of targeted provision, the preferred commissioning option identified by the Project Team is to commission three area based lots for weekend and holiday play schemes through longer term contract arrangements whilst retaining a smaller grants pot for other targeted breaks that do not fall within this remit eg residential, evening youth clubs or more specialist activities.

- 2.5 Review findings and commissioning intentions were shared with current and prospective targeted short breaks providers at a stakeholder event in April 18. Feedback from stakeholders was positive however following this session the Project Team felt that providers may have difficulty sourcing staff and venues and organizing themselves to work together in consortia in time in order to bid

for services starting April 2019. Once commissioning plans for April 2020 onwards been finalised, approval will be sought in a separate report.

- 2.6 The Children and Families Commissioning Board approved a plan to continue with a grant round for 19/20 but to plan for the new approach to be implemented from April 2020. The additional time will be spent working with Voluntary Action Leeds (VAL) to offer support around consortia building and a developing a tender process with a long lead-in time to enable a lengthy mobilisation period for the successful provider/s.
- 2.7 In order to ensure continuity of targeted short breaks provision, approval was given by the Director of Children & Families on 23rd October 2018 to undertake a competitive grants allocation process for delivery of services from April 2019.

3. Main issues

- 3.1 As with previous years, applications for the 19/20 grants were invited via YORtender ensuring the opportunity was visible to a wide range of prospective providers. The grants allocation panel, Chaired by Commissioning and Market Management, sat on the 10th December 2018 and scored applications according to the strength of the application and the advertised intention to increase the percentage of funding spent on school holiday and weekend activities.
- 3.2 A total of 34 applications were received from 14 organisations, 2 of whom are internal to the local authority. As well as being asked for clarifications following the panel meeting, providers were asked to complete a Service Cost Analysis Form (SCAF) to provide a breakdown of income and costs.
- 3.3 The allocation panel has made the attached funding recommendations (appendices 1 & 2) for approval by the Director of Children & Families. Recommendations have been discussed with the budget holder (Head of Children's Social Work) and the Executive Board Member for Children and Families.
- 3.4 In the 2018/19 grants process, just short of 55 thousand hours of short breaks were commissioned. This compares to almost 57 thousand hours of short breaks in 2019/20.

Hours of short break by category/wedge

No of Short Break Hrs	ENE		South		WNW		City		Total	
	18/19	19/20	18/19	19/20	18/19	19/20	18/19	19/20	18/19	19/20
Holidays	5325	6935	1815	1760	9397	6037	270	1470	16807	15002
Weekend	3500	3675	0	8320	10387	10387	0	0	13887	22382
Residential	0	0	0	0	10512	9756	0	0	10512	9756
Others	3863	3450	3984	1920	2566	2566	2883	1590	13295	9526
	12688	14060	5799	12000	32862	28746	3153	1860	54501	56666

Expenditure by category

Costs of TSB Grants	2018/19	% of budget	2019/20	% of budget
Holidays	£143,735.00	55	£137,344	62
Weekends	£144,637.00		£193,433	
Residential	£113,390.00	45	£109,846	38
Other	£120,830		£95,707	
	£522,592		£536,280	

- 3.5 The panel has identified a reduction in school holiday provision (as highlighted in red in the table above) and procurement advice has been sought on how to address this gap. This will be resolved early in the New Year in line with Leeds City Council governance processes and will involve a second, small grants round on Yortender. There is currently a £23,720 underspend of the total £560,000 targeted short breaks budget that will be utilised on school holiday provision.
- 3.6 This is a demand-led service and families will refer directly to service providers. The provider has a duty to ensure referrals are appropriate, signpost where not and to manage any waiting list proactively. This will be measured on the quarterly performance return and discussed at the quarterly monitoring meeting.
- 3.7 Providers will be subject to a comprehensive contract management framework and a Commissioning Officer will undertake quarterly monitoring meetings reviewing performance and outcomes for children and young people.
- 3.8 The Chief Officer (Financial Services) was consulted as part of the key decision taken in October 2018 to include payment in advance as part of the grant arrangements with successful providers.

4. Corporate considerations

4.1 Consultation and engagement

- 4.1.1 Stakeholder consultation formed a significant part of the short breaks commissioning review. Children and young people, parents and carers, parents' participation groups and a wide range of professionals were consulted both face-to-face, online or during short breaks engagement sessions.

4.2 Equality and diversity / cohesion and integration

- 4.2.1 An Equality Impact Assessment has assessed there are no adverse implications for equality, diversity, cohesion and integration resulting from this decision. These services benefit children and young people with SEN and disabilities and their families.

4.3 Council policies and best council plan

4.3.1 This fits with the Children and Young People's Plan 2018-2023 priorities to;

- Ensure that the most vulnerable are protected
- Help children and parents to live in safe, supportive and loving families

4.4 Resources and value for money

4.4.1 This option represents best value for money because it secures vital services to enable disabled children and their families to access targeted short breaks with the aim of preventing family breakdown.

4.4.2 Payment will be made in two instalments to protect the interests of the Council, allowing the Council to withhold the second payment in case of unsatisfactory performance. This gives the Council the power of offset, whereby in the event of default on the grant, money owed to the Council can be offset against money owed by the council to the provider.

4.4.3 There is a total budget of £560,000 in place to cover the value of this decision.

4.5 Legal implications, access to information, and call-in

4.5.1 This is a significant operational decision as it implements a key decision approved in October 18. This decision is therefore not subject to call-in.

4.6 Risk management

4.6.1 If the allocation of grants expenditure is not approved, the panel will have to re-sit and review the decisions. This could lead to a delay in services due to start 1st March 2019.

4.6.2 There is a risk of challenge from unsuccessful bidders which will be mitigated by having undertaken a transparent procurement process including scoring applications by a panel.

4.6.3 There is a risk identified with payment in advance is should services not subsequently delivered. This risk is mitigated by paying in two instalments rather than all at once. Quarterly performance management will identify whether this funding is being spent correctly or not. Quarterly monitoring returns will include outcomes for disabled children and how many short breaks hours were delivered as a result.

5. Conclusions

5.1 The Director of Children & Families is recommended to note the contents of this report and approve the allocation of the targeted short breaks grants worth a total of £536,280 for service delivery from 1st April 2019 to 31st March 2020.

6. Recommendations

- 6.1 The Director of Children and Families is recommended to agree the allocation of the targeted short breaks grants for delivery of short breaks services from 1st April 2019 to 31st March 2020. The decision will benefit children and young people with SEND and their families by funding high quality and diverse targeted short breaks. The total expenditure will not exceed £536,280.43

7. Background documents¹

- 7.1 None

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¹ The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.